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UNOPA Notes

Volume 49, Issue 8

April 2011

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Mission Statement:

The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office professionals with the University of Nebraska, as partners, upholding the quality of service to the university educational systems and community.

President's Message

Mari Greer, President



Spring is finally here! The Easter bunny will be hop, hop, hopping along before we know it. And, shopping for a new Easter outfit is always fun!

We had several UNOPA members attend the Central Area Retreat in Columbia, Missouri, the weekend of March 18-20. We had a lot of good discussions with NAEOP President Kathy Lech, Central Area Director Lisa Morehouse and other central area members.

I always think our April general meetings are so enjoyable. This year, we have a great selection of UNOPA members being nominated for the Rose Frolik Award, and it is great to see all of our past presidents and retirees. I hope you will

wear your favorite Easter bonnet to our April 12 meeting. We will have a couple of categories that will be judged, so come prepared!

I hope you volunteered to work in the parking lot for the April 16 spring game. If you haven't volunteered but would like to help out that day, please give me a call at 402-472-3554 and we will get you scheduled!

My year as president is quickly coming to an end. It's been wonderful working with such an awesome board and I have heard lots of good comments from our members. I'm looking forward to moving on and know Donna Boone will do a great job as our new president.

UNOPA M.A.G.I.C.

*Making
A
Greater
Individual
Commitment*

April flowers us all

Donna Boone, Program Director

Characteristics that come with April are flowers that bloom, spring showers which fall and our Annual Rose Frolik Award luncheon. This gala event is made even more memorable with the attendance of the special UNOPA Past Presidents.

For this meeting it was decided not to have a speaker so we could all reflect on the memory of those who left us too soon,

our past presidents, and our award winner. It has been said in the past that the time goes so quickly there never seems like there is enough time to visit with the winner and our visitors. Please take the time after the program to converse with "old" friends and meet "new" friends.

The deadline to RSVP to Belva Harris is **Friday, April 8**, be sure to send in your flyer.



**Deadline to register:
APRIL 8**

<http://unopa.unl.edu>

Special points of interest:

- WEAR YOUR EASTER BONNETS
- HOW TO HANDLE CHALLENGING SITUATIONS
- KALEIDOSCOPE PROVIDES COLOR
- OUTREACH MYSTERY
- MEMBER PARTICIPATION OPPORTUNITIES
- LEARN ABOUT TAXES

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It's almost here . . . UNOPA Spring workshop

Tonda Humphress, Career Development Co-Director

You read about this terrific workshop in the last issue of *UNOPA Notes*, so you know that this interactive workshop is designed to help you, the front line employee, with the following goals:

- Diffusing difficult situations and keeping calm for safety's sake (specific examples of situations and how to handle them).
- Identifying high alert situations and individuals—when to be concerned.
- Customer service: responses to threats to self or others (minimizing risk) and helping someone who is emotionally distressed.
- Multitasking—coping with it all (e.g., phones, guests, deadlines, bad news, etc.).

If you are working towards your PSP, you will be glad to know the workshop has been approved for 2.5 PSP In-service hours. So, if you haven't already registered, complete the form at <http://unopa.unl.edu> and send it by **April 8**.

You may also enter to win a fabulous silent auction basket! Our FUNdraiser for the Bradley Munn Professional Growth Fund, which provides reimbursements to UNOPA members for professional development activities and helps provide speakers for UNOPA workshops, will be raffle baskets (\$1 per ticket; 6 tickets for \$5) with great items. Enter to win your favorite basket—or enter to win all three! Funds go to a good cause and you can have fun playing too.

Training for the Front Lines -- How to Handle Challenging Situations with Safety in Mind



John Goldrich, M.S.W.
Licensed mental health
practitioner with the
University Health Center, UNL

**Thursday, April 14, 2011
2:30-5:00 p.m.
East Campus Union**

FREE for UNOPA members
(\$10 for non-members)

**DEADLINE to register:
APRIL 8**

The law of the garbage truck

Kim Ratz, Speaker-Trainer-Troubador, www.kimratz.com

This story was shared by Kim Ratz at the March workshop:

A man was riding a taxi to the airport when suddenly a parked car pulled out right in front of them, causing the taxi driver to slam on the brakes and resulting in the narrowest "margin of miss." The other driver then turned and started yelling at the taxi driver! The taxi driver just smiled and waved at the other driver, almost as if they were friends. Astonished, the rider asked the taxi driver why he had been so nice to someone who had almost hit his car and almost certainly would have

sent them to the hospital? This is when the taxi driver taught the rider and author of this story—David Pollay, what Polley now calls, "The Law of the Garbage Truck." The taxi driver explained that many people are like garbage trucks—full of frustration, anger and regrets. As their garbage piles up they need a place to dump it and sometimes they dump on you. Don't take it personally! Just smile and wave, wish them well, and move on.



The bottom line: Don't let garbage trucks stink up your day. And don't dump your garbage on others at home, work and other places along the way. We've all got our "stuff" to deal with, so don't make things worse for yourself and others. Lighten your own load in ways that remove stress and frustration without dumping on anyone else, and be a role model for those who haven't learned yet how to do this. This can make the roads we all travel on our life journeys much cleaner, safer and enjoyable for everyone.

Central Area Retreat recap

Mari Greer, UNOPA President

The Central Area Retreat was held in Columbia, Missouri, March 18-20, 2011. We had about 30 members from Central Area plus Kathy Lech, our NAEOP President from Washington, and Pam Posey, NAEOP Immediate Past President from Mississippi attend. From Nebraska we had six UNOPA members and two LPS staff members attend.

Kathy Lech was our facilitator for the retreat. She began the session on Friday afternoon with some excerpts from the book, "Sacred Cows Make the Best Burgers." We discussed the need to open our eyes and ears, observe and listen to the things that are going on around us. We need to build on and strengthen our foundation as an organization. Remember, people are the gatekeepers of change. At the same time, sometimes those "experienced gatekeepers" can be a major obstacle to change and innovation. We need to think like beginners! Be smart, ask stupid questions!

Kathy also reminded us, sometimes it is not about

increasing membership numbers, sometimes it is about making the members you have better, by building on their strengths and providing "services" that are important to them. Building on that foundation as you go into the future.

After our Friday session, we all went to dinner together and got to know some of our colleagues from the other states. It was nice to talk to members from Missouri, Kansas, Illinois and Indiana, and hear some of the things that they are doing in their associations.

We reconvened on Saturday morning and Kathy Lech talked about 212 degrees and how one degree can separate the good from the great at work and at home. As we each play an important role in our jobs and in our homes, we can apply a lot of what was discussed to all of those roles.

On Saturday afternoon we broke into three groups and answered some questions

about our organizations and wrote those answers on pads of paper. We then voted on our top three concerns from each of those questions.

On Sunday morning we were invited to brunch at Jackie White's home. Jackie and Christy Serrage had a nice assortment of quiches, fresh fruit and pastries for us to enjoy before we left for home. It was a nice ending to a great weekend of meeting new friends and getting reacquainted with others.

As I listened to some of the members talk, it was heart breaking to hear some of the struggles that other local and state associations are going through right now. On the whole grand scheme of things, we are VERY lucky to have the membership numbers for UNOPA that we have and the money in our Bradley Munn fund to reimburse our members for professional development activities.

Lisa Morehouse, our Central Area director, will provide us (in the near future) with

information that she collected from the retreat. I hope you will take the time to look at the information when you receive it. This information will be passed onto Donna Boone and her board for the 2011-2012 year.

A special thank you to Kathy Lech and Pam Posey for taking the time out of their crazy and busy travel schedules to come and meet with us. I know we all appreciated it. I am looking forward to seeing them both in Charleston, South Carolina for the national conference in July!

Click on the link below to watch the clip about 212 degrees:

<http://www.212movie.com/>

Sleep myths

—article reprinted from Somnos Sleep Center newsletter

Sleep and sleep disorders are certainly topics that have become more common in recent years. Even so, there are still a lot of misconceptions out there regarding sleep. Here are some sleep myths that may or may not be familiar to you. Maybe this will help clear the air and answer some questions.

1. Sleep is Just Rest. Not so. Sleep is more than just a period of rest. It is an important period of time vital to your body to help

ensure maximum performance. Experts recommend 7-9 hours of sleep to maximize physical and mental function.

2. You Adjust to Sleep Changes Easily. Your body creates a schedule based on activity and exposure to light. Changing time zones or working nights can confuse your body making sleep difficult. It can take the body one day to adjust to a 1-2 hour time change.

3. Older People Need Less Sleep. Although infants require considerably more sleep than adolescents and adults, the elderly still need the 7-9 hours recommended for younger adults.

4. Naps are Wasteful. Naps can help improve performance of certain cognitive tasks and overall function. However, napping late in the day or for longer than an hour can wreck havoc on one's sleep.



UNOPA Notes

A word from your NEOPA President

Diane Wasser, CEOE, NEOPA President 2010-11



As we look to a new season, we look at spring as a rebirth of all the living things around us. It is also that time of year when we look forward to NEOPA's Annual Spring Conference and General Meeting. As President of NEOPA, I would like to invite and encourage you to attend "A Kaleidoscope of Opportunities" on April 28-29, 2011, at the Southeast Community College Continuing Education Center in Lincoln, NE.

Joy Huber will be the keynote speaker in the morning. The afternoon has two breakout sessions from which to choose. You will be able to pick from "Prioritize & Organize" or "A Kaleidoscope of Generations." Both, I am sure, to be very informative and interesting.

Our General Business meeting will take place right before lunch. UNOPA's Kathy Bennetch will be installed as

President at an Installation Ceremony at 3:00 p.m. followed by a reception hosted by UNOPA.

I hope many of you can attend. Those working toward their PSP certificates will earn 6 points by attending the entire day. More information and the registration form can be found at NEOPA's website:

<http://neopa.unl.edu>

Invitation to NEOPA spring conference



DEADLINE to register:

APRIL 14

Registration form at:

<http://neopa.unl.edu>

Please join us for the 2011 NEOPA Spring Conference, April 28-29, 2011! We hope you have seen the conference registration information, and we hope you'll join us for a really fantastic event!

Networking Spectrum: "A Rainbow of Colors" event will take place on Thursday evening, at Parker's Smokehouse (64th & O St.), beginning at 6:30 p.m. There is no cost to attendees, but please be sure to RSVP to Carol Reed at creed@lps.org, for the food count. We will have a couple of ice breakers

and time for networking. We will also have a very colorful evening!

The conference, "A Kaleidoscope of Opportunities," will be held at Southeast Community College Continuing Education Center, at 310 S. 68th St. Registration will begin at 7:30 a.m., with the conference beginning at 8:00 a.m.

We have a fabulous keynote speaker, Joy Huber—"A Kaleidoscope of People," lined up for the morning session. Next will be the

NEOPA business meeting, followed by lunch. In the afternoon you can choose between two break-out sessions. Then we wrap up the day with installation of the 2011-2012 NEOPA officers followed by the officers reception.

We hope you will join us for an evening of networking and a fabulous day of professional development!

Conference Co-chairpersons

Susan Bell, CEOE

Carol Reed, CEOE

Lisa Morehouse, CEOE

UNOPA Summer Social

The Outreach Committee is currently in the planning stages for the UNOPA Summer Social that will be held sometime in June.

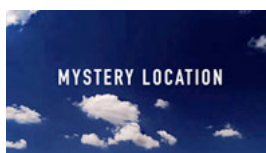
Further information will be printed in the May UNOPA Notes newsletter.

We hope you will be able to attend!

Rumor has it that you might need your walking shoes, and hopefully not an umbrella. Peaked your interest now haven't we? Look for an article next month.

"MYSTERY IS AT THE HEART OF CREATIVITY. THAT, AND SURPRISE"

—Julia Cameron



UNOPA members — opportunity to participate

Mary Guest, CEOE, Career Development Co-Director

We had a great workshop in March with Kim Ratz and I wish you all could have been there! During the last part of the afternoon we utilized Open Space Technology for small group discussions. The topics were suggested by the members and they all dealt with issues facing UNOPA and how to address these items to move UNOPA forward as a vibrant and important organization. That was step 1. Now we are ready for step 2 and we would like to have all UNOPA members participate.

In step 2, we are going to continue the small group discussions to formulate recommendations to

forward to the UNOPA board. Five topics were identified and discussed at the March workshop, and I have scheduled five brown bag sessions to continue the discussions. These are your meetings—I will merely facilitate them to keep your ideas moving forward. The format for the brown bags will be to continue the discussion on the topic for 15-20 minutes, and then the remainder of the time will be spent on writing specific recommendations.

The brown bags will all be held at the Nebraska Union on city campus, 12:00-1:00 p.m., and the rooms will be posted. The schedule is as follows:

**Monday, April 4:
Fundraising**

**Monday, April 11:
Mentoring**

**Wednesday, April 13:
Recruitment**

**Monday, April 18:
Retention/Engagement**

**Wednesday, April 20:
Professional Development**

If you have ideas you would like to share, but you not able to attend the brown bags, please email them to me (mguest1@unl.edu). Everyone's input is important!



Exempt from taxes....to be or not to be

This article is being reprinted from *A Guide for Organizing New Affiliates*, from the National Association of Educational Office Professionals.

When a new association is formed, there are always guidelines that should be followed to comply with Internal Revenue rules and regulations. Because each state can vary in their regulations, it would be in the best interest of the group to speak with an individual knowledgeable in this area.

While there are benefits for an association to affiliate with NAEOP, a tax exemption is not one of them. In order for NAEOP and all its affiliates to be covered under a blanket exemption, there is paperwork and cost involved.

Below is a brief explanation of the increased expense, administrative matters and risk that would be added to NAEOP.

EXPENSE

For a blanket tax-exempt letter, a new form 1023 would be required. The estimated cost would be \$2,500. The IRS also charges a

user fee for this form; approximately \$750.

If this blanket exemption were implemented, the CPA performing the annual review and preparing the annual form 990 for NAEOP would increase their fees substantially. A potential increase of 500% would be possible dependent upon how many states and localities are included. Additionally, the organization's present CPA firm would not be allowed to assist in a substantial manner and perform the review. An additional CPA firm would be required for one of the engagements.

The dramatic increase in record keeping requirements would require the hiring of at least one part time individual. This could cost the organization another \$10,000 annually plus related payroll taxes.

ADMINISTRATIVE MATTER

The initial research would be very time consuming as each state and locality involved would have to be contacted to determine the appropriate laws. In the future, each state and locality would be

monitored for any changes in appropriate laws.

Periodic statements and reports for each affiliate would be required to be filed with NAEOP for inclusion in consolidated reports. NAEOP must have documentation from **each** affiliate. Presently, an organization raising less than \$25,000 only has to file a postcard with the IRS and has no other requirements.

If this blanket exemption was implemented, all affiliates (whether state or local) would give NAEOP total power and authority to approve or disapprove of all activities, policies, and rules.

RISK

NAEOP would take sole responsibility for each state and local affiliate. Each state and local affiliate would report virtually everything to NAEOP for reporting to IRS and for review.

All state and local affiliates would be required to keep all activities in line with NAEOP. Any state or local affiliate could become disassociated by not following the NAEOP mission. NAEOP itself is

not tax exempt, however the NAEOP Foundation is and its tax status could be jeopardized by any single state or local affiliate's activities if deemed inappropriate by the IRS.

To summarize, many state groups and local affiliates, which do not raise \$25,000, would lose their independence and decision making capabilities. In addition, the larger affiliates would probably not like answering to the NAEOP Board for each event planned.

Based on the information that was supplied to us by a Certified Public Accountant, the blanket tax exempt procedures will not be implanted.



Calendar of Events

April

- 2 PSP Luncheon, Speaker: Michael Hoff, 11:30 a.m.-1:30 p.m., doors open at 10:30 a.m., Vine Congregational Church
- 4 Brown bag, Topic: Fundraising, 12:00-1:00 p.m., City Campus Union
- 5 Board Meeting
- 11 Brown bag, Topic: Mentoring, 12:00-1:00 p.m., City Campus Union
- 12 General Meeting — Rose Frolik Award Presentation & Past Presidents Luncheon
- 13 Brown bag, Topic: Recruitment, 12:00-1:00 p.m., City Campus Union
- 14 UNOPA Spring Workshop, Speaker: John Goldrich, 2:30-5:00 p.m., East Union
- 15 Deadline for UNOPA Notes and Bradley Munn Reimbursement
- 16 Spring Game — volunteer to work parking lot!
- 18 Brown bag, Topic: Retention/Engagement, 12:00-1:00 p.m., City Campus Union
- 20 Brown bag, Topic: Professional Development, 12:00-1:00 p.m., City Campus Union
- 24 Easter
- 27 Administrative Professionals Day
- 28-29 NEOPA Spring Conference, SCC Continuing Education Center, 310 S. 68th

May

- 3 Board Meeting
- 5 Deadline for NEON article submission
- 10 General Meeting — Installation of Officers
- 13 Deadline for UNOPA Notes
- 15 Early Bird Registration deadline — NAEOP Conference

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We've gone green!
Find this newsletter on
the Web.

<http://unopa.unl.edu>